City of Atlanta Financial Disclosure eFiling System

Requirements for eFiling

➢ an email address
➢ access to the Internet

Register for eFiling

1. Go online to the City eFiling System at https://apps.atlantaga.gov/efile
2. Click "Register"
3. Enter your first name, last name, and email address
4. Click "register"
5. If the information you entered matches the city's efiling database, you will receive the message: The registration process was successful"
6. An email will be sent to you with your password

Register (open registration)

If you are unable to register successfully using the short online form:

✓ Call 404.330.6286 to confirm, or change, your name or email address in the database
✓ Complete the open registration form
    o You will be able to select your own password
    o You will not have immediate access to the efiling system
    o It may take up to 24 hours before you are granted access

Login

1. Go online to the City eFiling System at https://apps.atlantaga.gov/efile
2. Enter your email address as your User ID
3. Enter your password exactly as it appears in your email - the password is case sensitive
    o Be accurate and patient
    o Hint: If you are unable to log in after two tries, ask another person to read the password to you as you look at the keyboard and type it in
4. Click "login"

Obtaining a Password

1. Go online to the City eFiling System at https://apps.atlantaga.gov/efile
2. Click "Register"
3. Enter your first name, last name, and email address
4. Click "register"
5. If the name and address match what is contained in the city's efiling database, a new password will be sent to you by email

Changing a Password

1. Go online to the City eFiling System at https://apps.atlantaga.gov/efile
2. Log in using your email address as your User ID and the password sent to you by email
3. On the Main Menu page, click "My Account"
4. On the My Account page, click "My Password"
5. Type in your current password and new password; enter your new password a second time
6. You will receive the message: "Password changed successfully"
7. An email will be sent to you confirming your new password

Forget Your Password?

✓ You will need to register again (we are working on this one)

✓ Follow the instructions listed under "Obtaining a Password"

Changing Your Name or Email Address

✓ Call 404.330.6286 to confirm, or change, your name or email address in the database

Changing an Address or Phone Number

1. Go online to the City eFiling System at https://apps.atlantaga.gov/efile
2. Log in using your email address as your User ID and the password sent to you by email
3. On the Main Menu page, click "My Account"
4. On the My Account page, enter your new address or phone number in the boxes displayed
5. Click "save changes"

Completing the Statement

On the Main Menu page, click 2006 City of Atlanta Financial Disclosure Statement:

✓ Follow the instructions on each screen to complete the form

✓ You will be asked only questions that apply to your filing category

     1. Click "continue" to go to the next screen
     2. Click the "add" button to enter the first of multiple answers
     3. Click "save and quit" if you need to leave before you have completed the form

✓ You will be given the opportunity to review your answers before filing

Signing and Filing the Statement

1. In the signature section, enter your first name and last name
2. Enter your email address as your User ID
3. Click "review report" if you would like to review your answers before filing
4. Click "file report" when you have finished your review
5. You will be asked to confirm that you are ready to file your report
6. You will receive an email confirming that the city has received your completed form for filing

Printing Your Statement (four options)

✓ At the Signature page

✓ On the Review Report page

✓ On the Filing Confirmation page

✓ At the public search results

Searching for Your Statement Online

1. Go to the City efiling System at https://apps.atlantaga.gov/efile
2. Click "Public Search"
3. Select City Financial Disclosure Statement 2006
4. Select Last Name and type in yours
5. Click "submit"